

# Discussion Draft

***Business plans developed by the One Stop Operator advance Grow Wisconsin by implementing the WDA workforce plan.***

## **Key Components**

- a. Each comprehensive center and its attached satellite/waived centers will develop a Business Plan based on DWD Guidance.
- b. The purpose of the Business Plan is threefold: As a Communication tool, a management tool and a planning tool. Business Plans will include:
  - Strategies for working with employers to retrain incumbent workers for the jobs of tomorrow;
  - Providing business services to assist emerging industries that will strengthen Wisconsin's infrastructure.
  - Strategies for meeting the job center service standards that will provide a consistent quality of services
- c. Business plans will address strategies for meeting the service delivery standards that will provide a consistent quality of services across the system.
- d. Business Plans will include strategies to collaborate with the Department of Commerce in helping employers work with state regulatory agencies.

## **Related *Grow Wisconsin* Strategies**

- Prepare Workers for Tomorrow's Economy
- Implement Strategies Regionally
- Build a World Class Infrastructure

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## Job Center Business Plans

*Each comprehensive job center has a business plan that supports and implements the strategies of the WDA Plan. A satellite center operates within the business plan of its affiliated comprehensive center. Business plans are developed and maintained by One Stop Operators. Job center business plans will include, but are not limited to, the following:*

1. A description of services and products offered in the job center and the associated success measure for these services.
2. A detailed description of the costs associated with these services.
3. The plan describes how each job center (or for the WDA, if all job centers within a WDA operate the same) delivers services in a way that conforms to job center service standards and advances the WDA Plan.
4. Incorporates DWD administrative requirements (i.e., Operating Agreement requirements related to facilities, IT and staff).
5. Includes a marketing plan that contains a SWOT analysis for the job center.
6. Includes cost-sharing methods and operating budget as well as three years pro forma financial statements (projecting future budgeting/funding) and the most recent financial audit
7. The plan describes how Job Centers are managed. Include an organizational chart and job description for the management and key staff.